#### Vendor to Purchaser

#### Vendor

1. Purchaser received receipt at the time of purchase

### **Sheds/Shops**

- 1. Review Invoice for accuracy
- 2. Code and sign receipt of goods or services
- 3. Attach supporting documents
- 4. Obtain supervisor approval signature
- 5. Send invoices and documentation to <a href="mailto:r4statements@utah.gov">r4statements@utah.gov</a> or the accountant you are already working with on this invoice, if any.

# **B4** Invoice Workflow

#### **Accounting**

- 1. Review documents
- 2. Process for payment
- 3. Approve payment
- 4. Upload to Projectwise

#### Projectwise

1. Retention database for past documents

## Vendor to Accounting

#### **Vendor**

1. Emails invoice to r4statements@utah.gov

## **Accounting**

1. Sends invoice out via Adobe Sign

## **Sheds/Shops**

- 1. Review Invoice for accuracy
- 2. Code and sign receipt of goods or services in Adobe Sign
- 3. Attach supporting documents to Adobe Sign document
- 4. Document automatically sent to supervisor for approval

<u>Invoices greater than \$500 or that have a</u>
Lands and Buildings work order (object code

6171) - Excludes equipment and inventory related invoices

1. Sheds need to send final copy of applicable documents to r4supportservices@utah.gov

Note: Invoices will not be processed or forwarded from this email address. This email address is only for budget projections and tracking of Lands and Buildings work orders